



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division: Unclaimed Property

Sub-Section:

TITLE: Auction Related Files

CUTOFF: EOSFY

DESCRIPTION: Records relating to auctions held by Unclaimed Property Section including, but not limited to information including name of buyer, item(s) purchased, purchase price relating to auctions held by the Unclaimed Property Section and the records of the Auctioneer.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4802

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Holder Report Files

CUTOFF: EOSFY

DESCRIPTION: Reports submitted by companies/holders of unclaimed property. Includes owner information submitted as part of the reporting process, i.e. name, last known address, social security number, date of birth, type of property, and dollar amount.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4807

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010

TITLE: Unclaimed Property Dropped and Denied Claims

CUTOFF: EOSFY

DESCRIPTION: Contains claim form and documentation in support of denying the claims.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4806

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010



Agency Records Disposition Schedule

Department: Office of the State Treasurer

Section:

Division: Unclaimed Property

Sub-Section:

TITLE: Unclaimed Property Paid Claims

CUTOFF: EOSFY in which claim paid

DESCRIPTION: Contains the claim form and documentation which served as the basis for paying the claim.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4805

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010
